



53rd Circuit Court Administrative Order 2020-03J
89th District Court Administrative Order 2020-05J
P16 Probate Court Administrative Order 2020-03J
P71 Probate Court Administrative Order 2020-03J

Cheboygan and Presque Isle Counties Joint Administrative Order
Plan to Return to Full Capacity - Phase Two

In accordance with Administrative Order No. 2020-14, effective May 6, 2020, and upon approval of the State Court Administrative Office (SCAO), the chief judge(s) of the **53rd Circuit, 89th District, P16 Probate and P71 Probate Courts** have consulted with the local health department and determined that gating criteria for movement into Phase Two is satisfied as of May 27, 2020. Specifically:

1. There have been no COVID-19 confirmed or suspected cases in the court facility within a 28-day period; and,
2. There is a downward trajectory of documented cases within a 28-day period; and,
3. State and local orders restricting movement and/or requiring shelter-in-place have been rescinded or limited and the SCAO has determined that existing orders would not prevent the court from implementing Phase Two requirements; and,
4. The chief judges have obtained data (attached) confirming that regional health care facilities are able to treat all patients without crisis care; and,
5. The chief judges have obtained data (attached) that there is no evidence of COVID-19 rebound within the local community and no need to implement additional social distancing measures based upon a resurgence of infections in the local area.

A. In order to protect the health and safety of employees and the public, the district, circuit and probate trial court(s) have enacted the following protections:

1. Employees will self-screen for COVID-19 symptoms. Employees who feel sick or have any COVID-19 symptoms will not report to work. Employees who feel sick or display symptoms at work will be sent home.
2. Court employees have been surveyed and those employees who have self-identified as a vulnerable employee and unable to return to work have been offered appropriate accommodations, including the ability to work remotely if their job lends itself to remote work.
3. Employees will be encouraged to work remotely where feasible to facilitate social distancing among on-site staff.
4. Employees in court facilities will maintain social distancing of six feet at all times and wear masks when six-foot physical distance cannot be maintained. The court has taken the following steps to ensure proper social distancing and employee safety:

- a. Placed physical barriers between workspaces that are not at least six feet apart.
 - b. Marked the floor in common spaces to indicate six-foot intervals.
 - c. Required employees to wear masks while in public spaces when social distancing of six feet is not possible.
 5. Employees have been instructed to practice good hygiene through hand washing, frequent disinfecting of used items and surfaces, sneezing or coughing into a tissue or elbow, and avoiding touching their faces.
 6. Employees will not travel for non-essential business.
 7. The courts have consulted with the local health department and developed policies regarding employee travel outside of Michigan. Any quarantine and/or isolation requirements will be implemented consistent with the most current guidance from the Centers for Disease Control and/or local public health officials.
 8. Employees have been trained regarding COVID-19. The training included good hygiene practices, updated personnel policies, and safety controls at the court facilities.
 9. Court facilities have posted signage emphasizing proper handwashing.
 10. Shared equipment will be cleaned and sanitized before each use. Examples of shared equipment include copiers, fax machines, and telephones used by more than one employee during a single shift or in consecutive shifts. This equipment should be wiped down with disinfectant or a disinfectant wipe between uses.
 11. The courts are following the CDC guidance on cleaning and disinfecting if the facility is exposed to COVID-19.
 12. The courts have developed a contact tracing policy and will cooperate in contact tracing procedures after receiving notification that the court facility has had confirmed exposure to COVID-19. These procedures will help the courts identify and notify individuals who may have been exposed to COVID-19 and will identify exposure locations that need to be cleaned and disinfected pursuant to CDC guidelines.
- B. The district, circuit, probate trial court(s) are maintaining the following measures related to public entry into court facilities:
1. Signs will be posted at entrances advising of screening requirements and notifying those who do not meet the requirements not to enter the building. Screening questions will include, but are not limited to, the following:
 - a. Do you have a fever greater than 100.4 degrees?
 - b. Do you have a cough or worsening cough (excluding chronic cough due to known medical reason)?

c. Do you have shortness of breath?

OR

d. Do you have at least two of the following symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

e. Have you had any close contact in the last 14 days with someone diagnosed with COVID-19?

f. Have you traveled internationally or outside of Michigan in the last 14 days?

Any individual responding "yes" to the screening questions will not be allowed to enter the courthouse and will be instructed to contact the court for further instructions on how to proceed. If the person came to the court to file documents, the court will accept those documents for filing. If the person was scheduled to appear as a party or witness in a court proceeding, the court will work to reschedule the hearing/trial as a remote proceeding or to a future date when the person may pass courthouse screening.

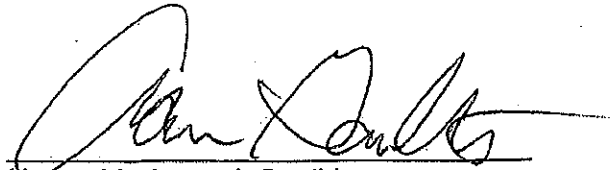
C. In order to facilitate increased activity in the courthouse, the court(s) are using the following measures related to court proceedings:

1. Proceedings will be conducted virtually to the maximum extent possible, consistent with Administrative Order No. 2020-6.
2. In-person court proceedings will be allowed on a limited basis in the discretion of the presiding judge and subject to the requirements of the presiding judge (e.g. limit the number of attendees to no more than 20, require masks of all attendees, separate viewing area for non-parties, etc.).
3. Off-site visits with probationers and clients will resume at the discretion of the presiding judge and subject to the restrictions of the presiding judge.
4. Large venues and common areas in the courthouse (e.g. waiting areas, sit-down dining, etc.) will be open for use. Members of the public are required to wear facemasks to the extent they can medically tolerate it. Masks will not be provided by the court prior to entry.
5. Pursuant to MCR 8.110(C), members of the public or staff who refuse to wear required face coverings or adhere to social distancing requirements may be asked to leave the court facility.
6. Any member of the public who is asked to leave the court facility must be offered an opportunity to conduct court business virtually, attend court proceedings virtually, file

documents in an alternative manner, or confer with court administration to determine alternate arrangements for accessing the court.

7. The district, circuit, probate trial court(s) are regularly meeting with local public health officials to monitor local public health conditions related to COVID-19 and are continuously evaluating data to assess their readiness to proceed to the next phase of court capacity, which is anticipated to be June 15, 2020.

Date: 6/2/20



Honorable Aaron J. Gauthier
53rd Circuit Court Chief Judge

Date: 6/3/20



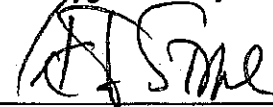
Honorable Maria I. Barton
89th District Court Chief Judge

Date: 6/3/20



Honorable Daryl P. Vizina
Cheboygan County Chief Probate Judge

Date: 6/3/20



Honorable Erik J. Stone
Presque Isle County Chief Probate Judge

APPENDIX 2: DEFINITIONS - CDC GUIDANCE

Vulnerable Individuals

- People 65 years or older
- People of all ages with underlying medical conditions, particularly if not well controlled, including those who suffer from chronic lung disease, moderate to severe asthma, serious heart conditions, immune disorders, obesity, diabetes, or chronic kidney or liver disease.

ADA-Compliant Employee Survey for Gradual Return to the Workplace

Directions: Answer "yes" to the whole question without specifying the factor that applies to you. Simply check "yes" or "no" at the bottom of the survey.

Due to circumstances related to COVID-19, would you be unable to return to work because of any one of the following reasons:

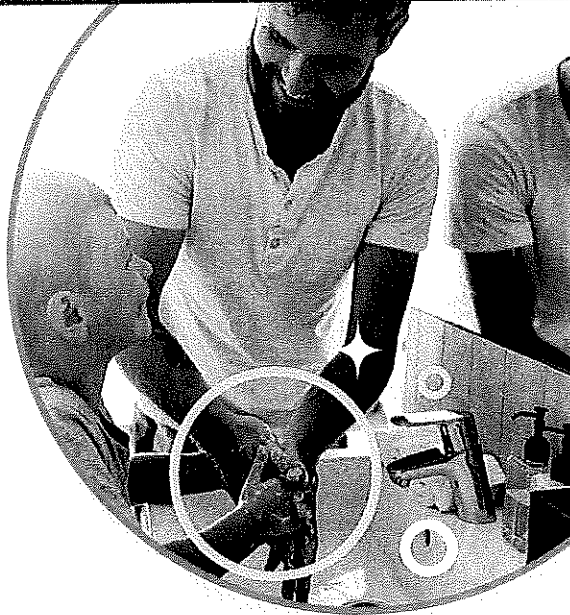
- Schools or daycare centers are closed, so you need to care for your child/children;
- Other services are unavailable, so you need to care for other dependents;
- Public transport is sporadic or unavailable, so you are unable to travel to work; and/or;
- You or a member of your household fall into one of the categories identified by the CDC as being at high risk for serious complications from the pandemic influenza virus, you would be advised by public health authorities not to come to work (e.g., pregnant women; persons with compromised immune systems due to cancer, HIV, history of organ transplant or other medical conditions; persons less than 65 years of age with underlying chronic conditions; or persons over 65).

Answer: YES _____ NO _____

Stop Germs! Wash Your Hands.

When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage



How?



Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



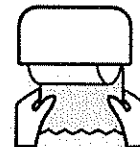
Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.



Rinse hands well under clean, running water.



Dry hands using a clean towel or air dry them.

Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.

LIFE IS BETTER WITH

CLEAN HANDS



www.cdc.gov/handwashing

This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.



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89th District Court-Contact Tracing (General)

The court will implement contact tracing procedures after receiving notification that an employee(s) or the court facility has had confirmed exposure to Covid-19. The court will immediately notify the local health department, the employee(s) and county administration to inform them of the Covid-19 contact. The guidelines for contact tracing from the local health department and CDC will be followed.

89th District Court-Travel (General)

Any employee traveling outside the State of Michigan shall notify his/her supervisor of said travel plans. The supervisor in consultation with the health department and CDC travel guidelines and recommendations will determine if said employee will be subject to self-quarantine upon his/her return from vacation. Any employee experiencing COVID-19 related symptoms after his/her travel shall notify his/her supervisor before entering the county building. Prior to employee's travel, supervisor will provide employee with CDC guidelines and recommendations regarding travel.

Please click the link below for considerations for travelers:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>

	LOCAL HEALTH DEPARTMENT CONFIRMATION OF GATING CRITERIA SATISFACTION	
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I confirm for Cheboygan County as follows:
Specify county or counties

1. ☒ a. There is a downward trajectory of documented COVID-19 cases within a 14-day period.

OR

☐ b. There is a downward trajectory of positive COVID-19 tests as a percent of total COVID-19 tests within a 14-day period (flat or increasing volume of tests).

2. Regional health care facilities are able to treat all patients without crisis care.

Date 5-27-2020

Denise M. Bryan
Signature of health department representative
Denise M Bryan MPA
Print name
Health Officer
Title
100 Woods Circle, Ste 200
Health department address
Alpena, MI 49707
City, state, zip
989-387-1836
Telephone no.

LOCAL HEALTH DEPARTMENT CONFIRMATION OF GATING CRITERIA SATISFACTION

I confirm for Cheboygan County as follows:
Specify county or counties

1. ☒ a. There is a downward trajectory of documented COVID-19 cases within a 28-day period.

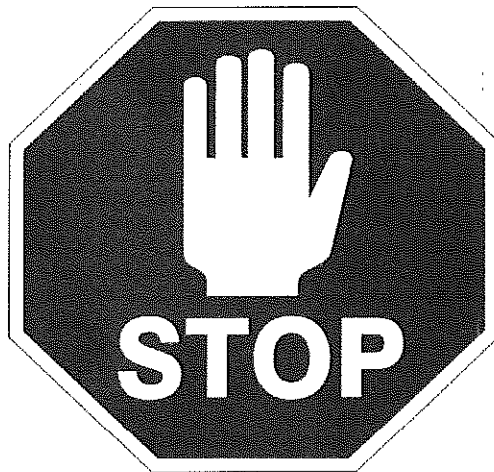
OR

☐ b. There is a downward trajectory of positive COVID-19 tests as a percent of total COVID-19 tests within a 28-day period (flat or increasing volume of tests).

2. Regional health care facilities are able to treat all patients without crisis care.

Date 5-27-2020

Denise M. Bryan
Signature of health department representative
Denise M Bryan MPA
Print name
Health Officer
Title
100 Woods Circle, Ste 200
Health department address
Alpena, MI 49707
City, state, zip
989-387-1836
Telephone no.



If you have any of the following symptoms

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore Throat
- New loss of taste or smell

Have you had any close contact in the last 14 days with someone diagnosed with COVID-19?

Have you traveled internationally or outside of Michigan in the last 14 days?

Any individual responding "yes" to the screening should not enter the courthouse.
Please contact the court for further information:

53rd Circuit Court 231-627-8818

89th District Court 231-627-8809

Probate Court 231-627-8823

If you came to file documents, the court will accept those documents for filing. If you are scheduled to appear as a party or witness in a court proceeding, the court will work to reschedule the hearing/trial as a remote proceeding or to a future date when the person may pass courthouse screening.

Karri Zangoulas

From: Trial Court Services <trialcourtservices@courts.mi.gov>
Sent: Tuesday, June 02, 2020 7:45 AM
To: Karri Zangoulas
Subject: Cheboygan/Presque Isle Plan to Return to Full Capacity - Phase Two

##- Please type your response above this line -##

Stacy Westra (MSC)

Jun 2, 2020, 7:45:17 AM EDT

Private note

I recommend approval of this LAO.

Sheryl Doud (MSC)

Jun 2, 2020, 7:28:16 AM EDT

Private note

This is for all court types.

Karri Zangoulas (MSC)

Jun 1, 2020, 4:12:54 PM EDT

Private note

Attached is a Plan to Return to Full Capacity - Phase Two for all of the courts in Cheboygan and Presque Isle counties. Please let me know if it meets your approval or if you recommend any changes.

Thank you,
Karri